

**HENRIETTA TOWN BOARD  
ORGANIZATIONAL MEETING  
AGENDA  
JANUARY 2, 2014  
11:00 A.M.**

Supervisor Moore  
Councilman Mulligan  
Councilwoman Zinck  
Councilman Page  
Councilman Breese

RESOLUTION #1-1/2014  
Appoint Town Clerk

RESOLUTION #1-2/2014  
Appoint Town Attorney

RESOLUTION #1-3/2014  
Appoint Planning Board Attorney

RESOLUTION #1-4/2014  
Appoint Prosecuting Attorney

RESOLUTION #1-5/2014  
Appoint Zoning Board Attorney

RESOLUTION #1-6/2014  
Authorize the Supervisor or his Designee to Make Interfund Loans up to \$7,500

RESOLUTION #1-7/2014  
Authorize Supervisor to Approve Purchases/License Agreements up to \$8,000

RESOLUTION #1-8/2014  
Adopt Personnel Hiring Procedure

RESOLUTION #1-9/2014  
Adopt Town Board Rules

RESOLUTION #1-10/2014  
Reappoint Member(s) to Planning Board

RESOLUTION #1-11/2014

Reappoint/Appoint Member(s) to Zoning Board

RESOLUTION #1-12/2014

Reappoint/Appoint Member(s) to Conservation Board

RESOLUTION #1-13/2014

Reappoint Member(s) to Youth Board

RESOLUTION #1-14/2014

Reappoint Member(s) to Recreation Commission

RESOLUTION #1-15/2014

Appoint Library Trustee

RESOLUTION #1-16/2014

Appoint Chairpersons to Boards

RESOLUTION #1-17/2014

Appoint Liaisons to Boards, Commissions and Committees

RESOLUTION #1-18/2014

Establish Bonding Amounts for Certain Town Employees

RESOLUTION #1-19/2014

Establish Blanket Employee Fidelity Policy

RESOLUTION #1-20/2014

Establish Petty Cash Amounts

RESOLUTION #1-21/2014

Establish Time and Place for Town Board Meetings

RESOLUTION #1-22/2014

Authorize Mileage for Town Business

RESOLUTION #1-23/2014

Establish Town Business Hours

RESOLUTION #1-24/2014

Call for Annual Inventories

RESOLUTION #1-25/2014

Designate Official Newspapers

- RESOLUTION #1-26/2014  
Designate Official Town Banks
- RESOLUTION #1-27/2014  
Appoint Insurance Broker
- RESOLUTION #1-28/2014  
Authorize Town Board Members to Attend Any Training Schools or Conferences
- RESOLUTION #1-29/2014  
Adopt Fee and Wage Schedule – Henrietta Recreation Department
- RESOLUTION #1-30/2014  
Authorize Proposed Application Fees
- RESOLUTION #1-31/2014  
Adopt Rental Fee Schedule – Cabins
- RESOLUTION #1-32/2014  
Adopt Animal Control Fee Schedule
- RESOLUTION #1-33/2014  
Appoint Designated Officers
- RESOLUTION #1-34/2014  
Reappoint Fire Marshal/Building Inspector
- RESOLUTION #1-35/2014  
Adopt Salary Schedules – Exhibit A, B and C
- RESOLUTION #1-36/2014  
Appoint Deputy Receiver of Taxes – JP Morgan Chase
- RESOLUTION #1-37/2014  
Authorize Attendance at Meetings, Seminars and Conferences for Town Employees
- RESOLUTION #1-38/2014  
Authorize Specific Payments Prior to Audit
- RESOLUTION #1-39/2014  
Adopt Procurement Policy

RESOLUTION #1-40/2014  
Adopt Investment Policy

RESOLUTION #1-41/2014  
Adopt Sexual Harassment Standards Policy

RESOLUTION #1-42/2014  
Adopt IT Acceptance Use Policy and E-mail Use Policy

RESOLUTION #1-43/2014  
Adopt Zero Tolerance – Violence in the Workplace Policy

PURSUANT TO CALL AN ORGANIZATIONAL MEETING OF THE TOWN BOARD OF THE TOWN OF HENRIETTA, COUNTY OF MONROE, STATE OF NEW YORK, WAS DULY HELD AT THE HENRIETTA TOWN HALL, 475 CALKINS ROAD, HENRIETTA, NEW YORK ON THE 2<sup>ND</sup> DAY OF JANUARY, 2014 AT 11:00 A.M.

**MEMBERS PRESENT**

Supervisor Jack W. Moore  
Councilman William J. Mulligan, Jr.  
Councilwoman Janet B. Zinck  
Councilman M. Rick Page  
Councilman Kenneth Breese  
Daniel J. Mastrella, Town Attorney  
Leann C. Case, Town Clerk

**SUPERVISOR MOORE**

I'd like to go ahead and start the Meeting. I want to thank everybody for coming this morning on this very snowy wintery day here in western New York. I don't think probably all of you are here because of our Organizational Meeting and the swearing in of our two (2) Council People and myself, but I kind of wanted to first talk a little bit about the robocalls you've been getting about a possible casino here in Henrietta. We do not have a proposal at this time from the Seneca Indian Nation. We do recognize that they are looking in Monroe County someplace for this to happen and possibly Henrietta, but until we have a proposal, we really don't have anything to discuss. We do welcome people's input and you're more than welcome to talk at the end of the Organizational Meeting where we have a spot on our Agenda for public comment. We also, up here at the podium I have a sign in sheet for anybody that would like to sign in and as soon as we have some information on the casino proposal, if it is to happen here in Henrietta, we would be glad to share that with you. But at this time, we're going to do the swearing in ceremony by Judge Beikirch and then we will have a small, or a short recession, with some cider and cookies in the lobby, and after that we'll come back and start our Organizational Meeting. So Judge, it's all yours.

*(Councilwoman Janet B. Zinck was sworn in by James Beikirch, Town Justice.)*

*(Applause)*

*(Councilman Kenneth Breese was sworn in by James Beikirch, Town Justice.)*

*(Applause)*

*(Supervisor Jack W. Moore was sworn in by James Beikirch, Town Justice.)*

*(Applause)*

SUPERVISOR MOORE

Thanks, everybody for coming and Happy New Year. I have a short note to read from Supervisor Jim Breese, who couldn't be here this morning and I'm going to read it. It says Re: Organization Meeting 1/2/14, "Congratulations and best wishes to you all on this auspicious occasion. Knowing each one of you personally as I do, I am not sure that you are well equipped... I am sure that you are well equipped to help guide..."

*(Laughter)*

COUNCILWOMAN ZINCK

I was worried!

*(Laughter)*

SUPERVISOR MOORE

He really knows us all!

*(Laughter)*

SUPERVISOR MOORE

"...I am sure that you are all well equipped to help guide Henrietta government through the next critical years. We should never forget that Henrietta has prospered for years with effective, steady Town government. I was pleased as Supervisor to be a part of that. I was, of course, looking forward to being with you all today, especially to see my son, Ken, sworn in as Councilman. His mother, Mary, would have been so proud, as I am, of course. I unfortunately was sidetracked to a hospital for a few days for some tests and treatment. I expect to be home shortly. What Henrietta people want is a strong Town government that responds to their needs and works closely together, avoiding petty distractions. I am sure this is what will happen with the current administration and Town Board. These are exciting times and I wish all of you well, collectively and individually. Happy New Year, Jim."

*(Applause)*

SUPERVISOR MOORE

I could've prepared a speech and I'm awful glad I didn't, because I don't think I could have said it any better than Supervisor Breese has and I want to thank everybody for being here this morning. We'll have a short recess so you can enjoy some cookies and apple cider from a farm market down the road...

*(Laughter)*

SUPERVISOR MOORE

...and then we'll come back in and convene and do the Organizational Meeting. And if

anybody would like to speak on the casino, you would have the opportunity to do it then, or you can sign up here and then when we have some information, we'll be glad to share it with you. But for right now, we'll take a short recess. Thanks.

(Brief intermission at 11:08 A.M.)

(Meeting re-opened at 11:30 A.M.)

SUPERVISOR MOORE

We're just about ready to start the Organizational Meeting. I thank everybody for signing up on the casino information sheet. If, and when, we have a proposal or some information, we'll be glad to send it out. And if, at this point in time, could the Clerk call the roll?

Councilman Mulligan	Here
Councilwoman Zinck	Here
Councilman Page	Here
Councilman Breese	Here
Supervisor Moore	Here

SUPERVISOR MOORE

Could we have the first Resolution, please?

RESOLUTION #1-1/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that Leann Case be and is hereby appointed Town Clerk and Registrar of Vital Statistics for a two (2) year term, at the discretion of the Board, expiring December 31, 2015, at a salary as specified in Exhibit A.

SUPERVISOR MOORE

Discussion? Call the roll, please.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-2/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Page

BE IT RESOLVED, that the Town of Henrietta appoint Daniel J. Mastrella, Esquire, with offices at 16 West Main Street, Suite 100, Rochester, New York 14614, as Attorney for the Town of Henrietta to render to the Town Board and to the Town of Henrietta such legal services customarily rendered and performed pursuant to the office of Town Attorney. Said position to be held at the discretion of the Board, expiring December 31, 2015.

BE IT FURTHER RESOLVED, that the Town of Henrietta pay to said Attorney for legal services rendered, the annual retainer of \$52,000.00, to be paid on a monthly basis and that any billing be in accordance with a representation agreement to be executed.

BE IT FURTHER RESOLVED, that the Town of Henrietta reimburse from time to time said attorney for actual expenses necessarily incurred by him in connection with the rendition of such services upon submission by him of properly executed vouchers thereof.

SUPERVISOR MOORE

Discussion? Call the roll, please.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Abstain
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-3/2014

On Motion of  
Councilman Page

Seconded by  
Councilman Breese

BE IT RESOLVED, that the Town of Henrietta appoint and employ William H. Walker, Jr., 182 Tumbleweed Drive, Pittsford, New York 14534, as Attorney to the Planning Board, said position to be held for a one (1) year term, at the discretion of the Town Board, at an annual salary of \$21,392.00, effective January 1, 2014.

BE IT FURTHER RESOLVED, that the Town of Henrietta reimburse from time to time said attorney for actual expenses necessarily incurred in connection with the rendition of such services upon submission of properly executed vouchers thereof.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-4/2014

On Motion of  
Councilman Breese

Seconded by  
Councilman Page

BE IT RESOLVED, that the Town of Henrietta appoint Thomas J. Rzepka, Esq., 1800 Hudson Avenue, Rochester, New York 14617, as Prosecuting Attorney, said appointee to have the status of independent contractor, at the discretion of the Town Board, to prosecute from time to time and when requested by the Town Board, violations of any Local Law or Ordinance of the Town of Henrietta or any other law, the enforcement of which is within the jurisdiction of the Town, effective January 1, 2014.

BE IT FURTHER RESOLVED, that the Town of Henrietta pay to said attorney for all legal services rendered pursuant to such request, the sum of \$100.00 per hour, not to exceed \$9,000.00 per year, and reimburse him for actual expenses necessarily incurred in the performance of such services upon the filing and audit of properly executed vouchers thereof.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-5/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilman Breese

BE IT RESOLVED, that the Town of Henrietta appoint Boylan Code, LLP, Donald Young of counsel as Attorney to the Zoning Board at the discretion of the Town Board, at an annual fee of \$11,829.00, effective January 1, 2014.

BE IT FURTHER RESOLVED, that the Town of Henrietta reimburses from time to time said attorney for certain expenses necessarily incurred in connection with the rendition of such services upon submission of properly executed vouchers thereof.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
Carried		

RESOLUTION #1-6/2014

On Motion of  
Councilman Zinck

Seconded by  
Councilman Mulligan

WHEREAS, from time to time emergencies arise requiring the necessity of interfund loans without Town Board approval.

THEREFORE, BE IT RESOLVED, that the Supervisor or his designee be authorized to make said interfund loans, not to exceed \$7,500.00 with approval of the Supervisor.

BE IT FURTHER RESOLVED, that the Town Board be notified prior to the next scheduled Town Board meeting.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
Carried		

RESOLUTION #1-7/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the Supervisor may approve a purchase order up to the amount of \$8,000.00. Any items that exceed the amount of \$8,000.00 must be approved by the Town Board. During a declared state of emergency, this restriction would not apply.

BE IT FURTHER RESOLVED, that the Supervisor may enter into license agreements including, but not limited to, those agreements wherein the Town utilizes or occupies facilities owned by other entities for Town usage up to the amount of \$8,000.00.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-8/2014

On Motion of  
Councilman Breese

Seconded by  
Councilman Page

BE IT RESOLVED, that the attached Personnel Hiring Procedure be hereby adopted by the Henrietta Town Board, effective immediately.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-9/2014

On Motion of  
Councilman Page

Seconded by  
Councilman Breese

BE IT RESOLVED, that the Rules of the Town Board that are now in effect and attached hereto shall be continued for the year 2014.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-10/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Breese

WHEREAS, the term of Lawrence W. Neill, Planning Board, has expired as of December 31, 2013, and

WHEREAS, Mr. Neill has requested reappointment, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that Lawrence Neill, 14 Mertensia Lane, Henrietta, NY 14467 be reappointed to the Henrietta Planning Board for a seven (7) year term effective January 1, 2014 and expiring December 31, 2020.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-11/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Mulligan

WHEREAS, the terms of Robert Steidle and Robert Barley, Jr., Zoning Board, have expired as of December 31, 2013, and

WHEREAS, Mr. Steidle and Mr. Barley, Jr. have requested reappointment, and

WHEREAS, Kenneth Breese was elected to serve on the Town Board of the Town of Henrietta, which results in a vacancy on the Henrietta Zoning Board, and

WHEREAS, John A. Migliorini is a qualified resident who has expressed an interest in serving on the Henrietta Zoning Board, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that Robert Steidle, 85 Wildbriar Road, Rochester, NY 14623, and Robert Barley, Jr., 27 Glen Acre Drive, Pittsford, NY 14534, be reappointed to the Henrietta Zoning Board for a five (5) year term effective January 1, 2014 and expiring December 31, 2018.

BE IT FURTHER RESOLVED, that John A. Migliorini, 164 Tumbleweed Drive, Pittsford, New York 14534 be appointed to the Henrietta Zoning Board for the remainder of a five (5) year term effective January 1, 2014 and expiring December 31, 2014.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
	Carried	

RESOLUTION #1-12/2014

On Motion of  
Councilman Breese

Seconded by  
Councilman Page

WHEREAS, the terms of William Santos, Gary W. Holley, Carol Pennington, and John Migliorini, Conservation Board, have expired as of December 31, 2013, and

WHEREAS, Mr. Santos, Mr. Holley, and Ms. Pennington have requested reappointment, and

WHEREAS, Mr. Migliorini was appointed to the Henrietta Zoning Board, which results in a vacancy on the Conservation Board, and

WHEREAS, Alan C. Schaurer is a qualified resident who has expressed an interest in serving on the Conservation Board, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that William Santos, 3181 East River Road, Rochester, NY 14623; Gary W. Holley, 8 Cougar Circle, West Henrietta, NY 14586; and Carol Pennington, 19 Friel Road, Rochester, NY 14623, be reappointed to the Henrietta Conservation Board for a two (2) year term effective January 1, 2014 and expiring December 31, 2015.

BE IT FURTHER RESOLVED, that Alan C. Schaurer, 18 Thrasher Circle, Pittsford, New York 14534 be appointed to the Conservation Board for a two (2) year term effective January 1, 2014 and expiring December 31, 2015.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
	Carried	

RESOLUTION #1-13/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

WHEREAS, the terms of Shruti Date, Joanne M. Day, James Scott, Melanie Byrne, Gladys Hargrave-Reeves, and Barbara Christensen, Youth Board, have expired as of December 31, 2013, and

WHEREAS, Ms. Date, Ms. Byrne, Ms. Hargrave-Reeves, and Ms. Christensen have requested reappointment, and

WHEREAS, Ms. Day and Mr. Scott have not requested reappointment, resulting in vacancies on the Youth Board.

WHEREAS, Sheri Brege is a qualified resident who has expressed an interest in serving on the Youth Board, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that Shruti Date, 27 Langston Point, Pittsford, NY 14534; Melanie Byrne, 56 Butler Drive, Pittsford, NY 14534; Gladys Hargrave-Reeves, 60 Hendrix Road, Apt. 206-A, West Henrietta, NY 14586; and Barbara Christensen, 1456 Calkins Road, Pittsford, NY 14534, be reappointed to the Henrietta Youth Board for a

two (2) year term effective January 1, 2014 and expiring December 31, 2015.

BE IT FURTHER RESOLVED, that Sheri Brege, 4 White Knight Lane, Rochester, New York 14623 be appointed to the Henrietta Youth Board for a two (2) year term effective January 1, 2014 and expiring December 31, 2015.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-14/2014

On Motion of  
Councilman Page

Seconded by  
Councilman Breese

WHEREAS, the term of Rita Shuboney and Carol Bucci, Henrietta Recreation Commission, has expired as of December 31, 2013, and

WHEREAS, Ms. Shuboney has requested reappointment, and

WHEREAS, Ms. Bucci has not requested reappointment, resulting in a vacancy on the Recreation Commission.

THEREFORE, BE IT RESOLVED, that Rita Shuboney, 63 Eagan Boulevard, Rochester, NY 14623, be reappointed to the Henrietta Recreation Commission for a seven (7) year term effective January 1, 2014 and expiring December 31, 2020.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-15/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Breese

WHEREAS, the term of Anna Jannes, Library Trustee, has expired as of December 31, 2013, and

WHEREAS, Ms. Jannes has requested not to be reappointed, and

WHEREAS, Anna Jannes, Library Trustee, has resigned as of December 31, 2013, and

WHEREAS, Brigid Ryan is a qualified resident of the Town of Henrietta and wishes to serve on the Henrietta Library Board of Trustees, and the Library Board of Trustees has made that recommendation, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that Brigid Ryan, 80 Woodridge Trail, Henrietta, New York 14467 be appointed to the Henrietta Library Board of Trustees for a five (5) year term effective January 1, 2014 and expiring December 31, 2018.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
		Carried

RESOLUTION #1-16/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the following named persons be and they hereby are appointed as Chairpersons to the following Boards:

Planning Board:	Peter Minotti
Zoning Board:	Robert Steidle
Conservation Board:	William Santos

SUPERVISOR MOORE

Discussion? Please call the roll.



RESOLUTION #1-18/2014

On Motion of  
Councilman Breese

Seconded by  
Councilwoman Zinck

WHEREAS, a sum and undertaking must be furnished by certain Town Officials in amounts specified by law by a bond and surety company authorized to do business in the State of New York.

THEREFORE, BE IT RESOLVED, that the following bonds be and hereby are approved and certified by the Town of Henrietta as to form, amount and surety.

Supervisor	Jack W. Moore	\$ 100,000
Town Clerk	Leann C. Case	\$ 100,000
Deputy Town Clerk/Receiver of Taxes	Jennifer N. Lee	\$ 100,000
Deputy Town Clerk	Rebecca B. Wiesner	\$ 100,000
Director of Finance		\$ 100,000
Commissioner of Public Works	Craig Eckert	\$ 100,000
Superintendent of Highways		\$ 100,000
Town Justice	John Pericak	\$ 100,000
Town Justice	Steven Donsky	\$ 100,000
Town Justice	James Beikirch	\$ 100,000
Each employee of the Town Court		\$ 100,000
Each employee of the Town Clerk's Office		\$ 100,000

BE IT FURTHER RESOLVED, that upon approval thereof by the Monroe County Legal Advisor, the original bonds be filed in the Office of the County Treasurer and a copy thereof in the office of the Town Clerk.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-19/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

WHEREAS, a blanket employer fidelity policy in the amount of \$100,000 for each

employee shall be furnished to cover every employee of the Town of Henrietta.

THEREFORE, BE IT RESOLVED, that the said blanket employer fidelity policy be and hereby is approved and certified by the Town of Henrietta as to form, amount and surety.

BE IT FURTHER RESOLVED, that upon approval thereof by the Monroe County Legal Advisor, the original policies be filed in the Office of the County Clerk and copies thereof in the Office of the County Treasurer and Town Clerk.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
		Carried

RESOLUTION #1-20/2014

On Motion of  
Councilman Page

Seconded by  
Councilman Breese

BE IT RESOLVED, that a petty cash account be established for the following offices in the designated amounts:

Town Clerk	\$300.00
Receiver of Taxes	\$200.00
Finance Office	\$225.00
Library	\$385.00
Justices	\$175.00

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
		Carried

RESOLUTION #1-21/2014

On Motion of  
Councilman Breese

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the regular Town Board meetings of the Town of Henrietta be held on the first and third Wednesday of each month in the Town Hall of the Town of Henrietta, 475 Calkins Road, Henrietta, New York, except during the months of July and August when the meetings will be held on the third Wednesday of the month. Meetings shall commence at 7:00 P.M., except as otherwise ordered. Workshop meetings will be held on the Monday prior to the Town Board meetings at 4:30 P.M., except as otherwise ordered.

SUPERVISOR MOORE  
Discussion? Please call the roll.

Duly put to a vote:  
Councilman Mulligan            voting    Aye  
Councilwoman Zinck            voting    Aye  
Councilman Page                voting    Aye  
Councilman Breese              voting    Aye  
Supervisor Moore                voting    Aye  
Carried

RESOLUTION #1-22/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that the authorized officers and employees of the Town of Henrietta be and are hereby granted mileage for the use of their own vehicles on official Town business at the rate of \$.56 per mile, as per the Internal Revenue Service standard mileage rate, subject to submitting proof of the use of their own vehicles on such Town business.

SUPERVISOR MOORE  
Discussion? Please call the roll.

Duly put to a vote:  
Councilman Mulligan            voting    Aye  
Councilwoman Zinck            voting    Aye  
Councilman Page                voting    Aye  
Councilman Breese              voting    Aye  
Supervisor Moore                voting    Aye

Carried

RESOLUTION #1-23/2014

On Motion of  
Councilman Page

Seconded by  
Councilman Breese

BE IT RESOLVED, that the following Town departments shall be open to the public, with the exception of legal holidays, and as otherwise required from time to time as follows:

Town Hall Offices	9:00 A.M. - 5:00 P.M. (Mon. – Fri.)
Public Works Departments	7:00 A.M. - 3:30 P.M. (Mon. – Fri.)
Tinker Nature Center	9:00 A.M. - 3:00 P.M. (Tues. – Sun.)
	10:00 A.M. – 5:30 P.M. (Tues. – Sun.) (Summer hours)
Tinker Homestead	9:00 A.M. - 3:00 P.M. (Tues. – Sun.)
(By Appointment Only)	10:00 A.M. – 5:30 P.M. (Tues. – Sun.) (Summer hours)

BE IT FURTHER RESOLVED, that the Town Court shall be open to the public Monday through Friday, with the exception of legal holidays, and as otherwise required from time to time as follows:

Court Offices	9:00 A.M. - 5:00 P.M. (Mon. – Thurs.)
	9:00 A.M. - 4:00 P.M. (Friday)

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-24/2014

On Motion of  
Councilman Breese

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the annual inventories of all departments of the Town of

Henrietta be completed and turned into the Office of the Supervisor on or before February 1, 2014.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
Carried		

RESOLUTION #1-25/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that Messenger Post Publications is hereby designated as the official newspaper of the Town of Henrietta for legal notices as deemed appropriate.

BE IT FURTHER RESOLVED, that the Democrat and Chronicle and/or the Rush-Henrietta Edition of the Genesee Valley Pennysaver are hereby designated as alternate official newspapers of the Town of Henrietta for legal notices as deemed appropriate.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
Carried		

COUNCILMAN MULLIGAN

We only got about ten (10) more to go.

*(Laughter)*

COUNCILWOMAN ZINCK

We do? It looks like more than that.

SUPERVISOR MOORE  
No, it's about ten (10).

COUNCILWOMAN ZINCK  
Okay, good.

RESOLUTION #1-26/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilman Page

WHEREAS, the Town Board of the Town of Henrietta is required to designate the banks in which all Town Officers shall deposit all monies coming into their hands by virtue of their offices in the year 2014.

THEREFORE, BE IT RESOLVED, that the following banks are hereby designated as the official depositories of the Town of Henrietta:

Canandaigua National Bank & Trust  
Citizens Bank  
First Niagara Bank  
JP Morgan Chase  
Key Bank  
M&T Trust  
Five Star Bank  
Steuben Trust Company

BE IT FURTHER RESOLVED, that all Town Officers be and are hereby directed to deposit all Town monies coming into their hands to the aforesaid depositories.

BE IT FURTHER RESOLVED, that the said depositories shall be required to furnish securities by depositing governmental bonds or the equivalent in escrow to equal all deposits for the Town of Henrietta.

BE IT FURTHER RESOLVED, that the Town Clerk be instructed to transmit a copy of this Resolution to the Henrietta offices of the bank herein designated.

SUPERVISOR MOORE  
Discussion? Please call the roll.

Duly put to a vote:  
Councilman Mulligan            voting    Aye  
Councilwoman Zinck            voting    Aye  
Councilman Page                voting    Aye  
Councilman Breese              voting    Aye  
Supervisor Moore                voting    Aye  
Carried

RESOLUTION #1-27/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilman Page

BE IT RESOLVED, that Christopher Williams Agency, Inc., 26 South Main Street, Pittsford, New York 14534, as agent, be and hereby is appointed as broker for the Worker's Compensation Insurance and bonds, which expire on December 31, 2014, for the Town of Henrietta.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-28/2014

On Motion of  
Councilman Page

Seconded by  
Councilman Breese

BE IT RESOLVED, that Town Board members of the Town of Henrietta may attend any training school or conference for municipal officers during the year 2014 and that this authorization shall provide that necessary expenses incurred shall be chargeable to and reimbursed by the Town of Henrietta.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-29/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Breese

WHEREAS, it is customary each year for the Henrietta Town Board to approve a "Fee and Wage Schedule" for the operation of recreation programs, and

WHEREAS, the Town Board has reviewed such recommendations and they appear to be in order.

THEREFORE, BE IT RESOLVED, that the attached "Fee and Wage Schedule" for the Henrietta Recreation Department be adopted for the year 2014.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-30/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilman Page

WHEREAS, the Town of Henrietta Director of Building and Fire Prevention and the Director of Engineering/Planning have recommended the attached proposed application fees, and

WHEREAS, the Town Board has reviewed such recommendations and they appear to be in order.

THEREFORE, BE IT RESOLVED, that the attached fee schedules be adopted, effective January 1, 2014.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye

Supervisor Moore voting Aye  
Carried

RESOLUTION #1-31/2014

On Motion of Councilwoman Zinck Seconded by Councilman Breese

WHEREAS, it is customary for the Town Board to set fees for the use of Town facilities.

THEREFORE, BE IT RESOLVED, that the following fees be established for the year 2014: Roberts and Bushman Cabins, \$90.00 for Henrietta residents and \$165.00 for non-residents.

SUPERVISOR MOORE  
Discussion? Please call...

COUNCILWOMAN ZINCK  
The best deal in Town. In the County. *(Laughter)*

SUPERVISOR MOORE  
Please call the roll.

Duly put to a vote:  
Councilman Mulligan voting Aye  
Councilwoman Zinck voting Aye  
Councilman Page voting Aye  
Councilman Breese voting Aye  
Supervisor Moore voting Aye  
Carried

RESOLUTION #1-32/2014

On Motion of Councilman Breese Seconded by Councilman Page

BE IT RESOLVED, that the Supervisor be hereby authorized, on behalf of the Town of Henrietta, to execute the Suburban Animal Hospital Contract for care and boarding of animals for a contract period effective January 1, 2014 and expiring on December 31, 2014, and to be reviewed annually at its Organizational Meeting.

BE IT FURTHER RESOLVED, that the proposed fee increases for the seizure, care and boarding of animals be hereby approved, as per the attachment.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-33/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that the following persons be and are hereby appointed as the designated officers and employees of the Town of Henrietta, at the discretion of the Town Board, said appointments to expire on December 31, 2015, at an annual salary as specified in Exhibits A and C.

Director of Engineering/Planning  
Commissioner of Public Works  
Deputy Town Clerk  
Deputy Town Clerk/Receiver of Taxes  
Town Historian  
IT Coordinator

Christopher Martin  
Craig Eckert  
Rebecca B. Wiesner  
Jennifer N. Lee  
Martina Thompson  
Michele Taylor

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-34/2014

On Motion of  
Councilman Mulligan

Seconded by  
Councilman Breese

BE IT RESOLVED, that Terry Ekwel be and is hereby appointed Fire Marshal/Building Inspector for a one (1) year term, at the discretion of the Town Board, expiring December 31, 2014, at a salary as specified in Exhibit A.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-35/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Breese

BE IT RESOLVED, that the appointments and positions as shown on the following Exhibits and the salaries for Exhibit B be adopted and established for the year 2014, as previously approved in the 2014 Budget.

Exhibit A Elected Officials, Town Officers, Department Heads

Exhibit B Other Appointed Boards

Exhibit C Full and Part-Time Employees

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-36/2014

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

WHEREAS, JP Morgan Chase, with local offices at One Chase Square, Rochester, New York, will assist with the collection of the 2014 Town and County Taxes and the 2014-2015 Rush-Henrietta School Taxes, and

WHEREAS, JP Morgan Chase provides an invaluable service through these Agreements at no cost to the Town.

THEREFORE, BE IT RESOLVED, that Debra Gentile of JP Morgan Chase, or authorized representative(s) thereof, be appointed as Deputy Receiver of Taxes for the collection of the 2014 Town and County Taxes and the 2014-2015 Rush-Henrietta School Taxes.

BE IT FURTHER RESOLVED, that Debra Gentile of JP Morgan Chase, or authorized representative(s) thereof, be hereby covered under the Town's blanket insurance policy.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
	Carried	

RESOLUTION #1-37/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Breese

BE IT RESOLVED, that the Supervisor is authorized to approve attendance by Town employees at various work-related conferences and training schools during the year 2014 and that such authorization stipulates that necessary expenses incurred therein shall be chargeable to and reimbursed by the Town of Henrietta upon submission of proper documentation.

BE IT FURTHER RESOLVED, that any such conferences or training schools requiring reimbursement of overnight travel expenses will be submitted to the Town Board for approval.

SUPERVISOR MOORE

Discussion? Please call the roll.



SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-40/2014

On Motion of  
Councilman Breese

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the attached Investment Policy be adopted by the Henrietta Town Board effective immediately and shall be reviewed annually at its Organizational Meeting.

BE IT FURTHER RESOLVED, that the Henrietta Town Board receives quarterly investment reports.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

COUNCILWOMAN ZINCK

Three more short ones.

RESOLUTION #1-41/2014

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that the attached Sexual Harassment Standards Policy be hereby adopted by the Henrietta Town Board, effective immediately, and be reviewed annually at its Organizational Meeting.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-42/2014

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that the attached IT Acceptable Use Policy and E-mail Use Policy are hereby adopted by the Henrietta Town Board, effective immediately, and be reviewed annually at its Organizational Meeting.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

RESOLUTION #1-43/2014

On Motion of  
Councilman Breese

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that the attached Zero Tolerance – Violence in the Workplace Policy are hereby adopted by the Henrietta Town Board, effective immediately, and be reviewed annually at its Organizational Meeting.

SUPERVISOR MOORE

Discussion? Please call the roll.

Duly put to a vote:		
Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
	Carried	

SUPERVISOR MOORE

That concludes the cumbersome Organizational Meeting and we can move right into the first Meeting of the year.

*(The Organizational meeting ended at 12:05 P.M.)*

Respectfully submitted,

Rebecca B. Wiesner  
Deputy Town Clerk